

**GAHANNA MUNICIPAL GOLF COURSE
CLUBHOUSE RENTAL AGREEMENT (APPLICATION FORM)**

GAHANNA PARKS AND RECREATION DEPARTMENT
200 S. HAMILTON ROAD
GAHANNA OH 43230
(614) 342-4250; Fax: (614) 342-4351 / 342-4100

GAHANNA MUNICIPAL GOLF COURSE CLUBHOUSE
220 RIDENOUR ROAD
GAHANNA OH 43230
(614) 342-4270

THE GAHANNA PARKS AND RECREATION DEPARTMENT, HEREINAFTER CALLED LESSOR, AGREES TO RENT ITS FACILITIES TO: (HEREINAFTER CALLED LESSEE):

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: (DAYTIME) _____ (EVENING) _____

TYPE OF EVENT: _____ **ESTIMATED ATTENDANCE:** _____

UNDER THE FOLLOWING CONDITIONS:

THE LESSEE AGREES TO RENT THE CLUBHOUSE FROM THE LESSOR ON (DATE:) _____ FROM THE HOURS OF _____ TO _____ AT **[AN HOURLY RATE OF \$45.00 PER HOUR FOR CITY OF GAHANNA RESIDENTS; OR AN HOURLY RATE OF \$65.00 PER HOUR FOR NON-RESIDENTS]; PLUS A \$100.00 CLEANING/DAMAGE/KEY DEPOSIT (REFUNDABLE).** FOR PRE-APPROVED, NON-PROFIT ORGANIZATIONS, THE HOURLY RATE IS WAIVED. HOWEVER, THE \$100.00 DEPOSIT IS STILL REQUIRED. THE UNDERSIGNED ALSO HEREBY AGREES TO THE FOLLOWING:

A. THAT THE TOTAL RENTAL AMOUNT IS TO BE PAID IN ADVANCE AT THE TIME OF APPLICATION AND IS **NOT REFUNDABLE IF CANCELED LESS THAN (2) WEEKS BEFORE DATE RESERVED.**

B. THAT IF THE LESSEE EXCEEDS ITS STATED HOURLY AGREEMENT, THE MONIES FROM THE DEPOSIT MAY BE USED TO COMPENSATE THE LESSOR FOR THE UNPAID PORTION. THE DEPOSIT REFUND, IF RETURNABLE, WOULD REFLECT THE DEDUCTION ACCORDINGLY.

C. THAT THE LESSOR SHALL CONTRACT ONLY ON A WHOLE HOUR-TO-HOUR BASIS FOR A MINIMUM OF TWO (2) HOURS AND SAID TIME SHALL RUN FROM THE TIME STATED ON THE CONTRACT.

D. THAT THE LESSEE CANNOT SUBLET OR ASSIGN USE OF THESE FACILITIES WITHOUT WRITTEN CONSENT OF THE LESSOR.

E. THAT THE HOURLY RATES AND/OR DEPOSIT CHARGES, SO POSTED, ARE SUBJECT TO CHANGE BY AN ACTION OF THE MAJORITY OF CITY COUNCIL UPON FIRST GIVING LESSEE THIRTY (30) DAYS NOTICE PRIOR TO LESSEE'S ENGAGEMENT. IF LESSEE DOES NOT WISH TO PAY THE NEW RATES, LESSEE'S MONIES, INCLUDING DEPOSIT, WILL BE REFUNDED.

F. THAT A DEPOSIT OF \$100.00 BE GIVEN AT THE TIME OF APPLICATION WHICH IS REFUNDABLE FOLLOWING THE ENGAGEMENT IF FACILITIES HAVE NOT BEEN DAMAGED, NOR ITEMS STOLEN, AND THE FACILITIES ARE IN A CLEAN, PRESENTABLE CONDITION. PLEASE SEE ATTACHED CLEANING CHECKLIST. THE LESSEE IS RESPONSIBLE FOR ALL DAMAGE, STOLEN ITEMS, OR DISREPAIR, REGARDLESS OF THE COST.

G. THAT ANY ABUSE OF THE CLUBHOUSE FACILITIES BEFORE, DURING, OR IMMEDIATELY AFTER THE ENGAGEMENT SHALL CONSTITUTE A BREACH OF THIS AGREEMENT AND NO MONIES, INCLUDING DEPOSIT, SHALL BE REFUNDED.

Continued on other side

- H. THAT ANY VIOLATION OF THE FACILITY'S RULES, REGULATIONS, AND POLICIES, OR UNDUE DISTURBANCE, SHALL CONSTITUTE A VIOLATION OF THIS AGREEMENT AND NO MONIES, INCLUDING DEPOSIT, SHALL BE REFUNDED. **(SEE CLUBHOUSE USE RULES AND REGULATIONS.)**
- I. THAT THE LESSEE MAY NOT BRING IN ANY HEAVY EQUIPMENT OR HAZARDOUS MATERIALS WITHOUT WRITTEN CONSENT OF THE LESSOR.
- J. THAT DEPARTMENT REPRESENTATIVES AND/OR GAHANNA CITY POLICE HAVE THE RIGHT TO ENTER PREMISES DURING THE PERIOD OF USE STATED ON THIS CONTRACT IN ORDER TO CONFIRM THAT THE LEASE AGREEMENT IS NOT BEING VIOLATED.
- K. THAT THE LESSEE IS NOT PERMITTED TO BRING IN ANY ALCOHOLIC BEVERAGES FOR THE PURPOSE OF CONSUMPTION. **NO ALCOHOLIC BEVERAGES!**
- L. THAT THE PERSON SIGNING THIS AGREEMENT FOR LEASE HAS THE AUTHORITY OF THE GROUP OR INDIVIDUAL TO ENTER INTO AN AGREEMENT WITH THE LESSOR, OR SHALL BE PERSONALLY LIABLE.

NON-PROFIT ORGANIZATION: YES NO
(IF YES, ATTACH COPY OF EXEMPTION CERTIFICATE)

THE RENTAL FEE PAYMENT AND DEPOSIT ARE **BOTH** DUE AT THE TIME THE RENTAL AGREEMENT APPLICATION FORM HAS BEEN COMPLETED AND SUBMITTED. BOTH PAYMENTS MUST BE SEPARATE FROM EACH OTHER. DO **NOT** COMBINE THE RENTAL FEE AND DEPOSIT ON ONE CHECK, AS THE **REFUNDABLE** DEPOSIT CHECK MOST LIKELY WILL BE RETURNED TO YOU ONCE THE CLUBHOUSE KEY HAS BEEN TURNED BACK IN AFTER YOUR EVENT. (THE RENTAL FEE MAY BE PAID BY CASH, CHECK, MONEY ORDER OR CREDIT CARD. THE REFUNDABLE DEPOSIT MAY ONLY BE PAID BY CHECK OR MONEY ORDER.) PLEASE MAKE CHECK(S) PAYABLE TO THE CITY OF GAHANNA.

RENTAL FEE AMOUNT: (EFFECTIVE 1/1/02)

GAHANNA RESIDENT RATE:

_____ HOURS AT **\$45.00** PER HOUR = \$ _____ (CHECK # _____ OR CASH)(PD. _____)

NON-RESIDENT RATE:

_____ HOURS AT **\$65.00** PER HOUR = \$ _____ (CHECK # _____ OR CASH)(PD. _____)

VISA OR M/C # _____ EXP. DATE _____

NAME AS IT APPEARS ON CARD: _____

DEPOSIT (REFUNDABLE):

\$100.00 [CLEANING / DAMAGE / KEY] **DEPOSIT** : ***(MAY NOT BE PAID WITH CASH OR CREDIT CARD.)**

\$ _____ (CHECK /M.O.# _____)(PD. _____)

THE ABOVE CONDITIONS HAVE BEEN READ AND IT IS UNDERSTOOD THAT ANY VARIANCES FROM THESE CONDITIONS WILL BE THE RESPONSIBILITY OF THE LESSEE DESIGNATED BELOW.

X _____
LESSEE

DATE: _____

DIRECTOR OF PARKS AND RECREATION

DATE: _____

EMPLOYEE TAKING PAYMENT: _____

GAHANNA GOLF COURSE CLUBHOUSE
220 Ridenour Road
Gahanna, Ohio 43230
(614) 342-4250 Fax: (614) 342-4351 or 342-4100

RULES AND REGULATIONS

LESSEE IS RESPONSIBLE FOR PROPER USE AND CARE OF THE CLUBHOUSE AND FOR THE OBSERVATION OF ALL DEPARTMENT REGULATIONS, TO INCLUDE:

- 1. GROUPS ARE NOT PERMITTED TO BRING IN ANY ALCOHOLIC BEVERAGES FOR THE PURPOSE OF CONSUMPTION;**
2. NO SMOKING IS ALLOWED IN THE BUILDING;
3. ADMISSION MAY BE CHARGED BY NON-PROFIT GROUPS ONLY;
4. DECORATIONS MAY BE TAPED TO WOOD FINISHED SURFACES ONLY-NO TACKS OR NAILS ANYWHERE IN THE CLUBHOUSE;
5. ALL FLAMMABLE MATERIALS MUST BE FIRE-PROOFED BEFORE USE IN THE CLUBHOUSE;
6. DOORS MAY NOT BE LOCKED;
7. THE CLUBHOUSE MUST BE CLEANED AND LEFT IN GOOD ORDER AFTER USE. PLEASE SEE REVERSE SIDE FOR PROPER CLEANING PROCEDURES;
8. ALL USER-OWNED EQUIPMENT MUST BE REMOVED FROM THE CLUBHOUSE AFTER ITS USE;
9. THE FOLLOWING OCCUPANCY LIMIT FOR THE CLUBHOUSE HAS BEEN ESTABLISHED BY THE MIFFLIN TOWNSHIP FIRE DEPARTMENT FOR **ALL** FUNCTIONS:
 - ARRANGED WITH CHAIRS AND TABLES -100 PEOPLE
10. ENOUGH TABLES AND CHAIRS ARE PROVIDED TO SEAT 60. ANYTHING OVER AND ABOVE THIS MUST BE BROUGHT IN AT THE USER'S EXPENSE;
11. ALL GROUPS MUST VACATE THE CLUBHOUSE BY **11:00 PM** UNLESS GRANTED SPECIAL WRITTEN PERMISSION FOR A LATER HOUR BY THE DIRECTOR OF PARKS AND RECREATION;
12. RESERVATION REQUESTS FOR SCHOOL GROUPS MUST BE APPROVED BY THE PRINCIPAL OR OTHER DESIGNATED SCHOOL AUTHORITY;
13. DEPARTMENT REPRESENTATIVES AND/OR CITY POLICE HAVE THE RIGHT TO ENTER THE PREMISES DURING PERIODS OF USE BY ALL GROUPS.

(see page 2)

CHECKLIST FOR CLEANUP OF GOLF COURSE CLUBHOUSE

PLEASE LEAVE THE CLUBHOUSE IN THE SAME CONDITION AS YOU FOUND IT. FAILURE TO DO SO WILL RESULT IN DEDUCTIONS IN YOUR DEPOSIT FOR COSTS OF CLEANING, REPAIR, REPLACEMENT, OR RESTORATION. THE FOLLOWING ARE THE MINIMUM CLEANING REQUIREMENTS NEEDED FOR A COMPLETE REFUND OF YOUR DEPOSIT. **ALL CLEANING SUPPLIES ARE LOCATED IN THE CLOSET ACROSS THE HALL FROM THE WOMEN'S RESTROOM.**

- _____ REMOVE ALL STREAMERS, TAPE, DECORATIONS, ETC. FROM ALL TABLES, RAFTERS, WALLS, LIGHTS, ETC.
- _____ WIPE DOWN ALL TABLES USING CLEANER IF NECESSARY.
- _____ FOLD ALL FOLDING TABLES AND STORE ALL TABLES ALONG THE WALL IN THE SOUTHEAST CORNER OF THE CLUBHOUSE.
- _____ FOLD ALL FOLDING CHAIRS AND STORE ALL CHAIRS IN THE SOUTHEAST CORNER OF THE CLUBHOUSE.
- _____ WIPE COUNTERS AND SINK IN KITCHEN USING CLEANERS AS NECESSARY.
- _____ REMOVE FROM KITCHEN ANY FOOD, SUPPLIES, ETC. THAT YOU BROUGHT IN (INCLUDING YOUR ITEMS IN THE REFRIGERATOR).
- _____ SWEEP RESTROOM AND KITCHEN FLOORS.
- _____ EMPTY ALL TRASH (INCLUDING RESTROOM CANS) AND LINE WITH NEW TRASH CAN LINERS.
- _____ TAKE TRASH TO DUMPSTER IN THE LOWER PARKING AREA.
- _____ TURN OFF LIGHTS AND CEILING FANS (EXCEPT PORCH AND OUTSIDE SECURITY LIGHTS).

EMERGENCY NUMBERS: PAY PHONE IS LOCATED DOWNSTAIRS NEXT TO THE GOLF SHOP.

POLICE: CALL 911 FIRE: CALL 911

*IF FOR SOME REASON YOU WOULD BE ACCIDENTALLY LOCKED OUT OF THE CLUBHOUSE, PLEASE CALL THE GAHANNA POLICE DEPARTMENT AT (614) 471-8080, AS THEY HAVE BEEN PROVIDED WITH A KEY TO THE CLUBHOUSE FOR SUCH EMERGENCIES.

(see page 1)

APPLICATION FOR COMPLIMENTARY [CLUBHOUSE / SHELTER HOUSE] USE STATUS

(COMPLETE AND RETURN THIS FORM ALONG WITH THE CLUBHOUSE RENTAL AGREEMENT APPLICATION FORM OR THE FACILITY RESERVATION PERMIT FORM.)

Please return this application to the Parks and Recreation Office. If you have any questions, please call the Parks and Recreation Department at (614) 342-4250.

[illegible]